



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
FATALITY MANAGEMENT MORGUE
ADMITTING SPECIALIST**

FATALITY MANAGEMENT MORGUE ADMITTING SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of FM Morgue Admitting Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Communicate personnel needs to team leader: <ul style="list-style-type: none"> Determine number of staff necessary for processing 	E, F, I		
2. Determine type of forms and supplies necessary to complete the admitting process: <ul style="list-style-type: none"> Maintain proper number of case folders and processing forms Ensure morgue admitting number is accurate Conduct daily audits of forms and case folders 	E, F, I		
3. Ensure maintenance and upkeep of refrigeration trailers for storage: <ul style="list-style-type: none"> Maintain sufficient number of refrigeration trailers Coordinate with FM Disaster Portable Morgue Unit (DPMU) Supply Specialist for all refrigeration and body collection supplies 	E, F, I		
4. Identify kind, type, and quantity of resources necessary to achieve objectives: <ul style="list-style-type: none"> Processing of human remains 	E, F, I		

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Collect information from outgoing Fatality Management (FM) Morgue Admitting Specialist or other personnel responsible for the position activities: <ul style="list-style-type: none"> Information on incident relevant to support activities Information on the organizational structure Information on problems or issues throughout the previous operational periods Census on human remains in storage, admitted, and released 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Ensure all documents and files that contain a deceased person's information is protected: <ul style="list-style-type: none"> ● Reinforce accountability of all files ● Ensure files are locked and secured daily ● Maintain privacy 	E, F, I		
7. Ensure proper documentation of every set of human remains processed, from initial receipt from the field through final release to funeral service providers.	E, F, I		
8. Follow procedures to maintain security and control over logbooks or case file folders.	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Process human remains entering and leaving the morgue

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Assign FM Morgue Escort to physically move each set of human remains through the appropriate morgue stations: <ul style="list-style-type: none"> ● Staff trained on the movement and procedures involved in escorting remains ● Human remains paperwork maintained, collected, and properly secured with the remains 	E, F, I		
10. Issue morgue reference numbers (MRN): <ul style="list-style-type: none"> ● The Medical Examiner/Coroner (ME/C) creates and approves a simple numbering system ● Ensure numbers are consistent, with no duplications 	E, F, I		
11. Provide documentation to FM Morgue Processing Unit Leader for Victim Information Center (VIC)/Family Assistance Center (FAC) and Authority Having Jurisdiction (AHJ): <ul style="list-style-type: none"> ● Ensure proper receipt of ante-mortem records at the morgue 	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Direct operations based on health and safety considerations and guidelines • Ensure that assigned personnel follow safety guidelines appropriately • Spot-check operations to ensure compliance with safety considerations 	E, F, I		
13. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> • Appropriate work/rest ratio • Crisis counseling 	E, F, I		